

# Office on Volunteerism and Community Service 2014-15 Virginia AmeriCorps Reporting Schedule

	Program Reports				Fiscal Reports			
<i>Reporting Period</i>	<i>Virginia Monthly Report Due</i>	✓	<i>Quarterly Program Reports* Due</i>	✓	<i>PER Due</i>	✓	<i>AFR Due</i>	✓
8/1 – 8/31	9/9	<input type="checkbox"/>			9/9	<input type="checkbox"/>		
9/1 – 9/30	n/a	<input type="checkbox"/>			10/8	<input type="checkbox"/>		
7/1 – 9/30			10/8	<input type="checkbox"/>			*	<input type="checkbox"/>
Important Note: Quarterly reports are due for above period even if program activities were only conducted during a portion of the quarter.								
10/1 – 10/31	11/10	<input type="checkbox"/>			11/10	<input type="checkbox"/>		
11/1 – 11/30	12/8	<input type="checkbox"/>			12/8	<input type="checkbox"/>		
12/1 – 12/31	n/a				1/12	<input type="checkbox"/>		
10/1 – 12/31			1/12	<input type="checkbox"/>			*	<input type="checkbox"/>
1/1 – 1/31	2/9	<input type="checkbox"/>			2/9	<input type="checkbox"/>		
2/1 – 2/29	3/9	<input type="checkbox"/>			3/9	<input type="checkbox"/>		
3/1 – 3/31	n/a				4/8	<input type="checkbox"/>		
1/1 – 3/31			4/8	<input type="checkbox"/>			*	<input type="checkbox"/>
4/1 – 4/30	5/8	<input type="checkbox"/>			5/8	<input type="checkbox"/>		
5/1 – 5/31	6/8	<input type="checkbox"/>			6/8	<input type="checkbox"/>		
6/1 – 6/30	n/a				7/9	<input type="checkbox"/>		
4/1 – 6/30			7/9	<input type="checkbox"/>			*	<input type="checkbox"/>
7/1 – 7/31	8/10	<input type="checkbox"/>			8/10	<input type="checkbox"/>		
8/1 – 8/30	9/9	<input type="checkbox"/>			9/9	<input type="checkbox"/>		
9/1 – 9/30	n/a				10/8	<input type="checkbox"/>		
7/1 – 9/31			10/8	<input type="checkbox"/>			*	<input type="checkbox"/>

\* AFRs are due to OVCS no later than two working days after the December, March, June, and September PERs are approved by OVCS. It is common for a 12 month contract to submit five (5) quarterly reports. Late submission is an incident of noncompliance.

**Required Quarterly Program Reports include:** Performance Measures Progress, Program Progress/CNCS Initiatives, Service and Volunteer Report, and Demographics (Program Income report due quarterly for programs receiving Program Income)

**Member Generated Service Reports:** Great Stories are required and expected to be promoted regularly. All other member service reports are optional.